

COLLECTION DEVELOPMENT LIBRARIAN

General Definition of Work:

Performs professional work overseeing, directing, coordinating, and participating in the centralized collection development of the County library system, establishing criteria and consistency of library programming and coordinating and facilitating staff training. Work is performed under the general supervision of the Library Director. Supervision is exercised over the Technical Services department.

Essential Functions/Typical Tasks:

Responsible for overseeing the Technical Services department; oversees, directs, coordinates and participates in collection development duties for County library system; coordinating and facilitating staff training; preparing and presenting required and special reports; maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Responsible for supervising, training, and evaluating staff and has substantial influence in hiring and other employment decisions.
- Reviews, evaluates, and select materials for the library based on the library's Collection Development Policy, community needs, professional reviews, staff recommendations and current composition of the library system collection.
- Oversees the acquisition, cataloging, and processing of all materials for the County library system.
- Monitors the library system collections to balance resources and anticipate future needs.
- Manage and monitor expenditure of all funds allocated to collection development to maximize purchasing power.
- Continually evaluate the effectiveness of collection development and acquisitions functions to ensure the needs of library users are promptly met.
- Prepares statistical and budgetary reports related to collections and digital resources as required.
- Ensure library materials are selected, ordered, received and processed in the most efficient and effective manner to provide quality, seamless customer service.
- Manage donations, patron requests, and memorial gifts as received.
- Evaluates staff training needs; establishes uniform staff training for the system; provides or coordinates training as needed.
- Attends meetings as required or assigned.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of library principles, methods, materials and practices; of reader interest levels; and of cataloging procedures and problems. Thorough knowledge of books and authors, periodicals, reference media and library media. Knowledge of principles and methods for curriculum and training design, teaching, and instruction for individuals and groups. Working knowledge of library equipment, computers and applicable software applications. Ability to analyze library service problems and participate effectively in solving them; to develop specific plans and goals to prioritize, organize, and accomplish work; to plan and supervise the work of subordinates; to communicate effectively orally and in writing; to prepare and maintain accurate records and reports; and to establish and maintain effective working relationships with associates, subordinates, and the general public.

Education and Experience:

Graduation from a college or university with a Master's degree in library and information science from an American Library Association accredited program or from a regionally accredited program of higher education in North Carolina and considerable experience in a public library.

Physical Requirements:

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of Professional Librarian Certification issued by the State of North Carolina. May require possession of an appropriate driver's license valid in the state of North Carolina.